



DEPARTMENT OF PERMITTING SERVICES

Isiah Leggett  
County Executive

Diane R. Schwartz Jones  
Director

August 28, 2013

DPS Customers:

I am pleased to advise you that County Executive Isiah Leggett has authorized a reduction of the Automation Enhancement Fee for permits issued by the Department of Permitting Services. The fee will be reduced from 10% to 5% of the overall permit fee and will benefit all DPS customers. County Executive Leggett has determined that the Automation Enhancement Fee reduction will take place retroactively to payments made as of July 1, 2013.

DPS is in the process of changing its automated systems to reflect this change and will be ready to implement the fee reduction on September 17, 2013. Applicants for permits, certificates and licenses will continue to pay the 10% Automation Enhancement Fee between July 1, 2013 and September 16, 2013, but will be refunded 50% of the automation fee paid during that time. Refunds for Automation Enhancement Fees paid July 1, 2013 to September 16, 2013 will begin to be processed on September 17, 2013. Customers will *not* need to apply for the refund.

Refunds will only be made for Automation Enhancement Fee payments actually received between July 1, 2013 to September 16, 2013. Refund checks will be made out to the permit, certificate or license applicant of record and mailed to the applicant's address.

The reduction will be implemented by proposed amendment to Executive Regulations that will be advertised in the September 2013 Montgomery County Register. To allow for timely implementation, temporary regulations will be forwarded to the County Council by 9/17/13 to be effective 9/17/13 and will take effect immediately. Notice and a link to these proposed regulations will be posted on the DPS website.

We are pleased to be able to provide this reduction and appreciate your patience in advance during our refund process.

Sincerely,

Diane Schwartz Jones, Director  
Department of Permitting Services